# LHD GUIDE - Contact Tracing Temporary Staff Process

DPH Local Health Personnel Branch (LHP) provides oversight, monitors staffing levels, and initiates additional staff as needed.

**LHD Candidate Review and Selection**

LHD visits the Contact Tracing Staffing Documents page, https://sp13external.chfs.ky.gov/sites/OATS/cv19cts/resumes/Forms/Active.aspx.

1. Using the Key Filters search tool at the bottom right of the page, select "Active" under Candidate Status.
2. Select the appropriate LHD.
3. Further narrow the search as desired using the remaining categories.
4. Click "Apply."



5. Filtered options are revealed.



[continued next page]

Newly uploaded resumes are indicated by a green star



Checked Out resumes are indicated by a green down arrow – not available for review



**NOTE:** Checking Out still allows Read Only access to other LHDs. **If it is already checked out by another LHD, please do not open it** – the candidate is either currently being reviewed by another LHD, or DPH has it checked out for administrative reasons.

6. LHD "Checks Out" the resume to review for consideration.
   a. Hover over the candidate record until it is highlighted blue.
   b. Left click to on the 3 dots to get the pop-up box.
   c. Left click on the 3 dots at the bottom to open the next menu and select Check Out.
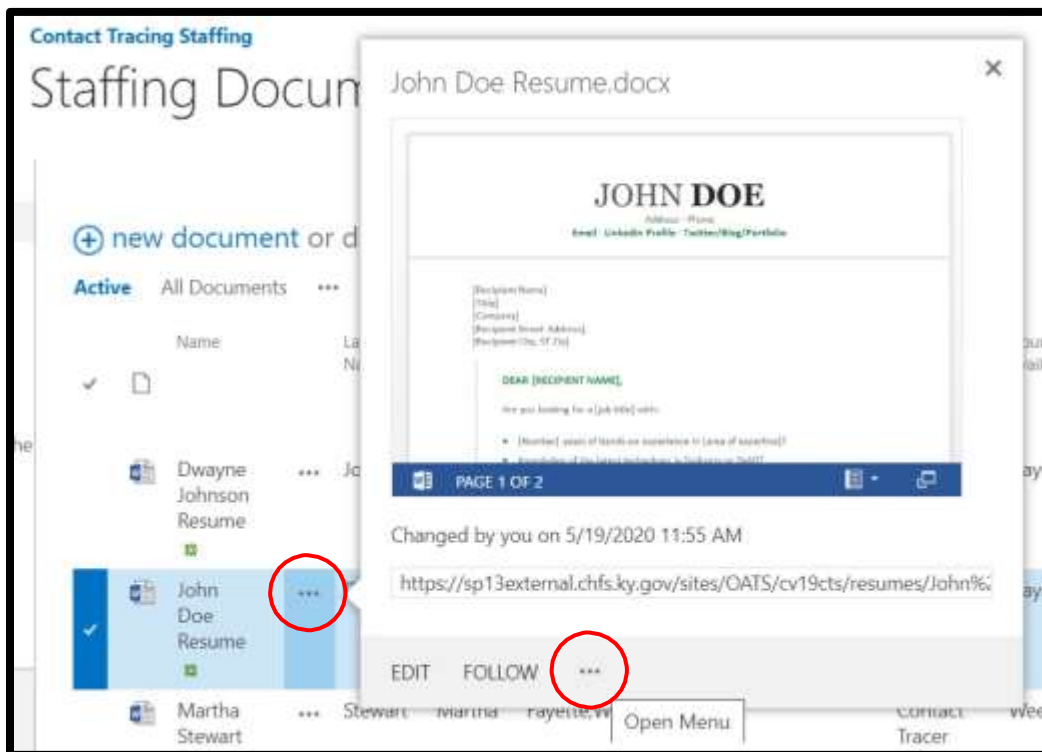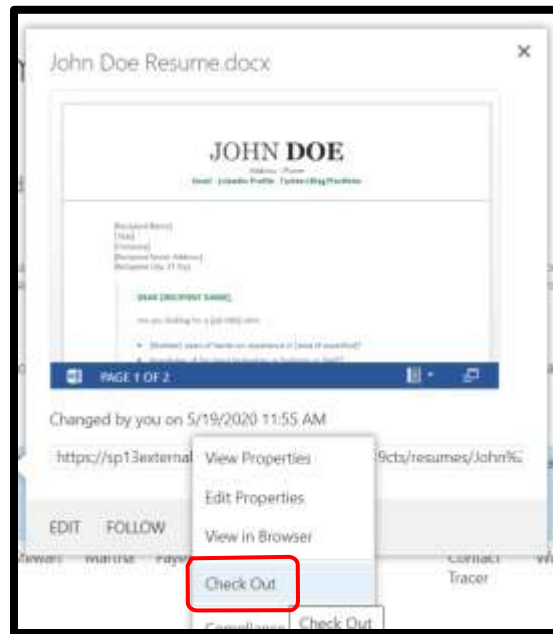
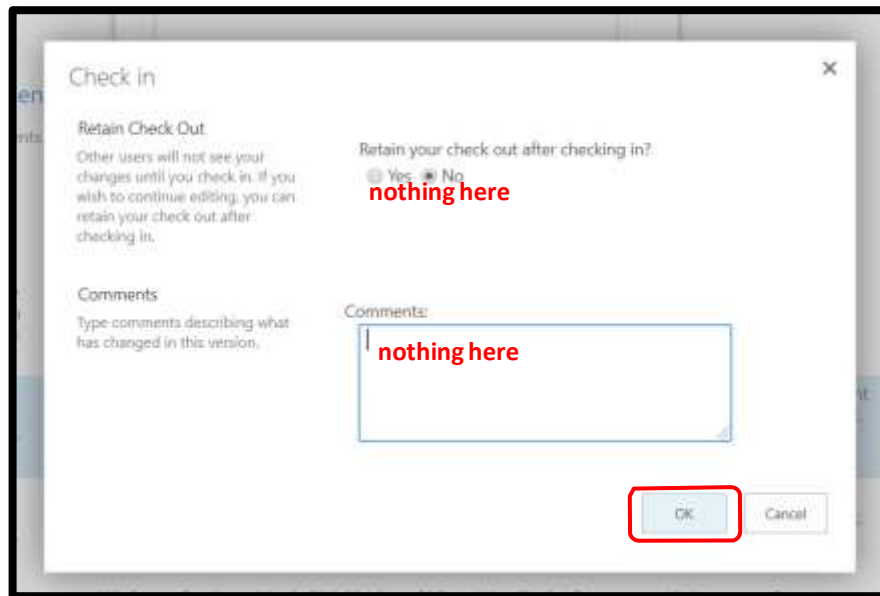6.  (a) LHD <u>moves forward</u> with the candidate, *skip to #7 below*.

    (b) LHD chooses *not to move forward* with the candidate, it must "Check In" the resume so it
    will be available for other LHDs to review:
    a.  Hover over the candidate record until it is highlighted blue.
    b.  Right click to get the pop-up box.
    c.  Left click on the 3 dots at the bottom to open the next menu.
    d.  Select Check In.

    e. The Check In pop-up box will appear.  Simply click "OK" here.  Nothing else is needed.

    f. To search for more candidates, go to
https://sp13external.chfs.ky.gov/sites/OATS/cv19cts/resumes/Forms/Active.aspx
and start with #1 above.



7. LHD contacts vendor to request interview(s) with candidate(s) in-person or by phone or conference call.  Interviews are encouraged but not mandatory.  Inform the candidate they must be able to report to a state site for state network access and may be asked to report to regional site, if needed?  Allow 3-5 business days for start date after notification to vendor and LHP, unless the LHD can provide temporary equipment for trainings.

8. LHD notifies Vendor and shares selection with DPH LHP on L Drive (including local onsite CT staff).

9. Vendor communicates with the LHD via email to confirm work locations and start dates.
    • Vendor copies the following with this information:
      LH.Personnel@ky.gov
      kathy.mcnaughton@ky.gov
      Tracey.Huckeba@ky.gov

10. LHD "Checks In" the resume in SharePoint (see #6b above).

**Invoicing**
1. Contract staff person submits time sheet to LHD.
2. LHD reviews time sheet for accuracy and then signs it.
3. LHD emails the signed time sheet to the Vendor.
4. LHD enters hours worked into the shared L Drive.

**Staff Person Changes**

1. For termination
   - LHD communicates the request to terminate in writing by emailing [LH.Personnel@ky.gov](mailto:LH.Personnel@ky.gov).

2. For reassignment
   - LHD communicates the request in writing by emailing [LH.Personnel@ky.gov](mailto:LH.Personnel@ky.gov).

# REVISION HISTORY

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|---|---|
| **5/22/20** | **Document Created** |
| **5/29/20** | **Revision:** <br> **LHD Candidate Review and Selection** <br> **#9 revised to:** <br> Vendor communicates with the LHD via email to confirm work locations and start dates. <br>     ✓ Vendor copies the following with this information: <br>         LH.Personnel@ky.gov <br>         kathy.mcnaughton@ky.gov <br>         Tracey.Huckeba@ky.gov |
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